

# DISTRICT OF COLUMBIA GOVERNMENT



## EMPLOYMENT APPLICATION (DC2000)

Please answer the questions and complete all required fields on this application. In addition, please respond to all of the ranking factors listed in the vacancy announcement. Finally, if you are claiming residency preference for a career service or management supervisory service position, please complete the residency preference form.

### 1. POSITION VACANCY INFORMATION

Position Title \_\_\_\_\_

Vacancy Announcement # \_\_\_\_\_

### 2. PERSONAL DATA

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Apt #

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Ward

Telephone (including area code):

\_\_\_\_\_  
Home

\_\_\_\_\_  
Business

\_\_\_\_\_  
Other Names Ever Used

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Email

This form must be printed, signed and mailed to the name and address found at the end of the vacancy announcement.

### 3. D.C. EMPLOYMENT HISTORY AND AVAILABILITY

a. Are you now or were you ever employed by the District of Columbia Government? \_\_\_\_\_

b. Mark below each type of current or previous D.C. government appointment. Check all applicable boxes.

☐ Temporary

☐ Term

☐ Permanent

☐ Career

☐ Excepted Service

☐ Executive Service

☐ Management Supervisory Service

☐ Legal Service

☐ Other \_\_\_\_\_

c. List highest grade, classification series and step attained:

Grade \_\_\_\_

Series \_\_\_\_

Step \_\_\_\_

When can you start work? \_\_\_\_\_

Lowest pay or grade you will accept \_\_\_\_\_

### 4. RESIDENCY

a. Are you claiming a residency preference for the position indicated above?

☐ Yes ☐ No

b. I understand the residency preference requirements (found at the end of this document).

☐ Yes ☐ No

c. If the position you are applying for above is in the Career Service, Management Supervisory Service, or Legal Service, excluding the Senior Executive Attorney Services, are you claiming a residence preference? (If you claim residency preference, you must complete the Residency Preference for Employment form, DC-2000RP).

☐ Yes ☐ No

d. If the position you are applying for above is in the Excepted Service, Executive Service, or Senior Executive Attorney Service, do you acknowledge and understand that, if selected, you must be a domiciliary of the District of Columbia at the time of the appointment or within 180 days of the appointment date, and maintain District domicile for the duration of the appointment?

☐ Yes ☐ No

## 5. MILITARY SERVICE AND VETERANS PREFERENCE

Veterans preference is granted by law to disabled veterans, to veterans who served on active duty in certain time periods or military operations, and, under certain conditions, to the spouses, widows, widowers, or mothers of deceased or disabled veterans.

Have you ever served on active duty in the United States Armed Forces?

☐ Yes ☐ No

(Answer "NO" if your only active duty was for training, including basic training, in the Reserves and National Guard.)

Did you or will you retire at or above the rank of major or lieutenant commander?

☐ Yes ☐ No

(If "YES," you are not eligible for veterans preference unless your retirement is based upon a service-connected disability.)

Dates of Active Duty Service: From \_\_\_\_\_ To \_\_\_\_\_  
(Month/Day/Year)

Character of Separation \_\_\_\_\_

Campaign or Expeditionary Medals Received \_\_\_\_\_

Separation Date \_\_\_\_\_

**Preference Claimed:**

☐ 5-point preference

☐ 10-point preference

☐ None

(Please check one. You must show proof when hired.)

## 6. EDUCATION

### a. High School

Indicate highest grade completed: \_\_\_\_\_

Name and Address of School \_\_\_\_\_

Zip Code \_\_\_\_\_

Did you graduate? ☐ Yes ☐ No

If no, have you received a GED high school equivalency? ☐ Yes ☐ No

Attended From \_\_\_\_\_ To \_\_\_\_\_  
(month/year)

### b. Colleges and Universities

#### School 1

Indicate highest degree(s) obtained (e.g., A.A., B.S.): \_\_\_\_\_

Name and Address of College or University \_\_\_\_\_ Zip Code \_\_\_\_\_

Major \_\_\_\_\_

Minor \_\_\_\_\_

Major Semester Credit Hours \_\_\_\_\_

OR Major Quarter Credit Hours \_\_\_\_\_

Attended From \_\_\_\_\_ To \_\_\_\_\_  
(month/year)

#### School 2

Indicate highest degree(s) obtained (e.g., A.A., B.S.): \_\_\_\_\_

Name and Address of College or University \_\_\_\_\_ Zip Code \_\_\_\_\_

Major \_\_\_\_\_

Minor \_\_\_\_\_

Major Semester Credit Hours \_\_\_\_\_

OR Major Quarter Credit Hours \_\_\_\_\_

Attended From \_\_\_\_\_ To \_\_\_\_\_  
(month/year)

## 7. TRAINING

List relevant training, licenses or skills (e.g., sign language). Include schools attended, addresses, certificates or degrees awarded, dates attended, number of credit hours, major/minor field or subjects studied.

## 8. LANGUAGE CAPABILITIES

List the languages you speak, read and write

Language	Speak	Read	Write
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 9. WORK EXPERIENCE – If you have no work experience, write “NONE.”

List paid or unpaid work experience relevant to the position for which you are applying.

☐ No Work Experience

### PRESENT OR MOST RELEVANT POSITION:

Employer's Name	Dates of Employment (Month/Year) From _____ To _____	Annual Salary Starting \$ _____ Final \$ _____	Average Hours Per Week
Address _____ _____			
Telephone	Name and Title of Supervisor		
Reason for Leaving	No. of Employees Supervised		
If District or Federal Employment, List Series, Grade or Rank and Date of Last Promotion			
Job Title and Duties, Responsibilities and Accomplishments			

**POSITION:**

Employer's Name	Dates of Employment (Month/Year) From _____ To _____	Annual Salary Starting \$ _____ Final \$ _____	Average Hours Per Week
Address _____ _____			
Telephone	Name and Title of Supervisor		
Reason for Leaving	No. of Employees Supervised		
If District or Federal Employment, List Series, Grade or Rank and Date of Last Promotion			
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Address _____ _____ _____			
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Employer's Name	Dates of Employment (Month/Year) From _____ To _____	Annual Salary Starting \$ _____ Final \$ _____	Average Hours Per Week
Address _____ _____ _____			
Telephone	Name and Title of Supervisor		
Reason for Leaving	No. of Employees Supervised		
If District or Federal Employment, List Series, Grade or Rank and Date of Last Promotion			
Job Title and Duties, Responsibilities and Accomplishments			

**10. BACKGROUND INFORMATION – You must answer each question in this section before we can process your application.**

When answering item "a," you may omit: 1) traffic fines; 2) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a youth offender law; 3) any conviction set aside under the Federal Youth Corrections Act or similar state law; and 4) any conviction whose record was expunged under federal, state, or local law. We will consider the date, facts, and circumstances of each event you list. In most cases, you can still be considered for District jobs.

a. During the past 10 years have you been: 1) convicted of or forfeited collateral for **any felony**; or 2) convicted by a **court-martial**? ☐ Yes ☐ No

*A felony is defined as any violation of law punishable by imprisonment of longer than one year, except for a violation called a misdemeanor under State, county, or local law, which is punishable by imprisonment of two years or less.*

IF YOU ANSWERED "YES" TO "a," GIVE DETAILS IN THE SPACE BELOW. For each violation, write the 1) date; 2) charge; 3) place of violation; 4) court; and 5) action taken by the court.

b. Do any of your relatives work for the District of Columbia government? Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, niece, nephew, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepsister, half brother, and half sister. ☐ Yes ☐ No

If "YES," in the space below, write for each of these relatives their: 1) name; 2) relationship to you; and 3) agency of the District of Columbia government in which the person works.

c. Do you receive or have you ever applied for retirement pay, pension, or other pay based on District of Columbia government or federal civilian or military service? ☐ Yes ☐ No

**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment as a reemployed annuitant.

d. Are you a citizen of the United States? ☐ Yes ☐ No

e. Are you legally authorized to work in the United States? ☐ Yes ☐ No

To work for the District of Columbia government in certain public safety positions, you must be a citizen of the United States. If selected, you will be required to submit evidence of identity and employment eligibility.

**11. SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION**

YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign. I understand that a false statement on any part of my application may be grounds for not hiring me, or for firing me after I begin work (D.C. Official Code § 1-616.51 *et seq.*) (2001). I understand that the making of a false statement on this form or materials submitted with this form is punishable by criminal penalties pursuant to D.C. Official Code § 22-2405 *et seq.* (2001). I understand that any information I give may be investigated as allowed by law or Mayoral order. I consent to the release of information regarding my suitability for District of Columbia Government employment by employers, schools, law enforcement agencies, and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, and complete.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

## RANKING FACTORS

Name \_\_\_\_\_

Vacancy Announcement # \_\_\_\_\_

The ranking factors found in the vacancy announcement will be used in the evaluation process for all positions other than wage grade. All applicants **MUST** respond to the ranking factors. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKINGFACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

Use the spaces below to respond to the ranking factors on the job vacancy announcement.

Ranking Factor 1

Ranking Factor 2

Ranking Factor 3

Ranking Factor 4

Ranking Factor 5

Ranking Factor 6

If you are claiming residency preference, please complete the next page.

DISTRICT OF COLUMBIA GOVERNMENT  
**RESIDENCY PREFERENCE FOR EMPLOYMENT**

**NOTICE:** This form must be filled out and submitted with each application for competitive appointment to a position in the Career Service, Management Supervisory Service, or Legal Service, excluding the Senior Executive Attorney Service. Preference, if applicable, will not be granted unless this form is completed and received at the time of application.

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Position Applied for \_\_\_\_\_

Vacancy Announcement Number \_\_\_\_\_

**CHECK ONLY ONE OF THE FOLLOWING STATEMENTS**

☐ **I.**  
I, the undersigned, am currently a District government employee whose service began on or before December 31, 1979 and has been continuous since that date. I understand that I will not be required to submit proof of, establish or maintain residency as a result of receiving preference.

☐ **II.**  
I, the undersigned, am a former employee of the U.S. Department of Health and Human Services at St. Elizabeths Hospital who accepted employment with the District government, without a break in service, effective October 1, 1987. My service with the District government has been continuous since that date. I understand that I will not be required to submit proof of, establish or maintain residency as a result of receiving preference.

☐ **III.**  
I, the undersigned, am not a bona fide District resident and I understand that I am not entitled to claim a residency preference.

☐ **IV.**  
I, the undersigned, am a bona fide District resident and I do NOT claim a residency preference.

☐ **V.**  
I, the undersigned, am a bona fide resident of the District of Columbia and claim a residency preference in applying for the position indicated above. My current address is:  
\_\_\_\_\_  
\_\_\_\_\_

I understand that, if selected for this position, I will be required to submit proof of bona fide District residency and to maintain bona fide District residency for a period of five (5) consecutive years from the date of appointment or promotion.

**FOR OFFICIAL USE ONLY**

- ☐ Preference Applied
- ☐ Preference Not Applied—State Reason

\_\_\_\_\_  
**Personnel Office Representative**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (Month, Day, Year)



## FACTS ON RESIDENCY PREFERENCE

- An applicant for competitive appointment to a position in the Career Service, Management Supervisory Service, or Legal Service, excluding the Senior Executive Attorney Service, who is bona fide resident of the District AT THE TIME OF APPLICATION may claim a hiring preference over a non-resident applicant.
- An employee who applies for a competitive promotion in the Career Service, Management Supervisory Service, or Legal Service, excluding the Senior Executive Attorney Service, and who is a bona fide resident of the District may claim a residency preference AT THE TIME OF APPLICATION.
- Residency preference is to be claimed by completing the front of this form and submitting it with the employment application.
- A bona fide District resident who does NOT claim a residency preference at the time of application, if found to be qualified, will be rated and ranked but will NOT receive any preference in the appointment. If selected, the individual is not required to maintain District residency.
- Generally, residency preference is awarded as follows:
  - Five (5) points will be added to the rating and ranking score of each qualified applicant who claims a hiring preference upon application for employment in the Career Service or the Management Supervisory Service.
  - Except for promotional examinations (e.g., police officers, firefighters, and correctional officers), five (5) points will be added to the rating and ranking score of each employee who claims or is entitled to preference upon application for a competitive appointment/promotion, only when there is at least one (1) qualified outside applicant for the position who claims a hiring preference.
  - Residency preference candidates will be selected ahead of equally qualified non-preference candidates.
- A person who claims a residency preference and is selected for the position must agree in writing no later than the date of appointment to maintain residency for a period of five consecutive years from the effective date of his or her appointment. Failure to maintain bona fide District residency will result in forfeiture of employment.
- The requirement to maintain bona fide District residency is applicable ONLY to applicants and employees who claim a residency preference and are selected for a position in the Career Service or the Management Supervisory Service.
- Any person who was employed by the District of Columbia government on December 31, 1979, and who is still employed by the District of Columbia government without having had a break in service of one (1) workday or more since that date or, pursuant to the provisions of Public Law 98-621, any former employee of the U.S. Department of Health and Human Service at St. Elizabeths Hospital who accepted employment with District government without a break in service effective October 1, 1987, will be granted a residency preference upon application for a COMPETITIVE promotion in the Career Service or the Management Supervisory Service if at least one (1) qualified applicant for the position has claimed a residency preference. If selected, the employee is not required to establish or maintain District residency.
- An employee who is under a five-year (5-year) residency requirement, who claims a residency preference in applying for a competitive promotion in the Career Service or the Management Supervisory Service, and is selected will be required to begin a new five-year (5-year) residency requirement effective with the date of the new appointment.